

Creating a public identifier:

[institution name] = name of the institution
 [subordinate division] = name of the subordinate division (if applicable, if not leave blank)
 [main agency code] = organization code from MARC Code List for Organizations
 [local reference code] = local system code (if applicable or leave blank)
 [title of resource] = title of resource including dates
 Leave all “ / ” and “ : ” punctuation as is, even if some of the above are blank.

- Include the entire url of the document in the url, including the “http:// ” section.
- The text value of this field should contain only the file name without a file extension. It is assumed that, within an institution, this will represent a unique file name.

<filedesc>

<titlestmt>

<titleproper>Inventory of the [title of collection: John Doe Papers], <date normal="[normalization of inclusive dates: yyyy/yyyy]">[inclusive dates of collection: yyyy-yyyy]</date></titleproper>

<author>Processed by: [person(s) who processed the collection]; machine-readable finding aid created by: [person marking up finding aid]</author>

Discussion

- Multiple names of persons processing the collection can be listed here: John Doe, Jane Q. Doe, Joe Smith
- If such names are unknown, a general attribution such as "Staff" should be used.
- The title of the collection should be preceded by a title prefix. Some prefixes that may be appropriate include:
 - Inventory of the
 - Preliminary Inventory of the
 - Guide to the
 - Register of the